March 16, 2020

Daenerys Targaryen

1234 Red Keep Dr

Westeros, TX 78626

Dear Daenerys,

In light of the current COVID-19 pandemic, Westeros Dental Clinic is facing significant financial difficulties due to mandated office closures. After reviewing our options, we have concluded that we must temporarily reduce the number of hours in your scheduled work week.

At this time, we anticipate you to be scheduled for an average of 20 hours each week until the week of April 22nd, 2020. Due to the reduced number of scheduled hours and severe financial strain a mandated closure places on the practice, we regret that we must also temporarily reduce your salary to $684 per week.

There are no guarantees in these unbelievable circumstances. However, if we are able to reopen the practice in the near future and resume business as usual, barring any financial hardships, we will not hesitate to re-instate your full-time schedule and salary.

Despite the reduction in hours taking you to a part-time status, we intend to continue your health insurance benefits. The practice will cover the entire premium for the month of April 2020. However, Paid Time Off accruals will be temporarily halted until the practice is able to resume normal function.

We want you to know that you have the right to apply for partial unemployment benefits with our state labor department. If you need assistance applying for benefits, please let us know.

We also understand that you may be required to seek alternative employment during this time. We would be more than happy to provide a positive reference for you. Please have any potential employers contact me personally at drjon@westerosdental.com.

Please provide a written response accepting the terms of this temporary scheduling arrangement. We truly value your contributions to our team and hope you’ll agree to stay on in your capacity as Practice Manager under these terms.

Kindest regards,

Dr. Jon Snow